



Invoice & Payout Lookup

Finding your invoices/payouts is easy with efish, we allow you to search across companies and locations, set a custom date range, specify accounts and vendors, specify the specific amount or range, search by operation stage (i.e. coding, approval, quality control, auto transfer, complete) you can also enter a search phrase or Invoice number. Narrow your search for only invoices or only payouts if you wish. Our invoice/Payout lookup page was designed for you to search as broad or limited a range as you choose making it easy to quickly find what you are looking for & saving you time.

Navigate to **[Accounting > Invoice Lookup]**

The screenshot shows the 'Invoice/Pay Out Report' form. At the top, it says 'Set any combination of filters and click 'Go''. A 'Clear All Filters' button is in the top right. The form includes several sections: 'Company' (Wired Wine Bar Central), 'Location' (All), 'Start Date' and 'End Date' fields with a note to click for a calendar, 'Accounts' (1010-1150) and 'Vendors' (CenturyLink, Derek's Store) lists with 'Toggle All' buttons, 'Invoice/Petty Cash Amount' and 'Or Range' (Minimum/Maximum) fields, 'Operation Stage' (Any, Coding, Approval, Quality Control, Auto Transfer, Complete), 'Search Phrase or Invoice#' field, 'Include' (All, Invoices Only, Payouts Only) radio buttons, a 'Go' button, 'Per Page' (100) dropdown, and 'Total Found: 0'.

1. **Company:** Select the company in the **[Company Drop-Down]**
2. **Location(s):** Choose your location from the **[Location Drop-Down]**
 - You can choose "All" if you wish to search across all locations
 - Hold down the **{Ctrl key}** while you make your selections to select multiple locations while still excluding some.
3. **Date Range:** enter your desired Start Date in the **[Start Date Field]** and your desired End Date in the **[End Date Field]**.
 - If you only wish to search one day, enter the same date in both fields.



- Once you click in the **[Date Fields]** an interactive calendar will pop up.
 - You can leave the Start/End Date blank and the system will search from the first invoice/payout ever entered through the current date.
4. **Accounts/Vendors:** Select any Accounts or Vendors you wish to specify (all other vendors/accounts will not be searched)
- You do not need to select any accounts or vendors if you choose not to.
 - Use the **green [Toggle All]** link to select all accounts or all vendors
 - Hold down the **{Ctrl key}** while you make your selections to select multiple accounts or vendors while still excluding some.
5. **Amount:** If the Invoice/Payout you are searching for is of a specific amount which you know or if you know the range it would fall under you may enter the exact amount in the **[Invoice/Petty Cash Amount Field]** or the range in the **[Range Field]**, this will narrow down your search and will increase the speed at which you receive your results.
- You can leave this blank if you wish.
6. **Operation Stage:** Enter the Operation Stage you wish to search. Operation stages are the stages the invoice will go through once it is loaded in the system, such as coding, approval, quality control, etc. If you are looking for a specific invoice and know which stage it is in you may select the operation stage to narrow down the search results. If you do not you may select **[Any]** here. This will search across all invoices no matter the operation stage it is in.
- **Note:** you can see all invoices in a particular stage at any company by clearing all other fields besides Company (& location if you wish) as well as Operation Stage. Just select your desired Operation Stage such as coding for example and hit **[Go]**. Only the Invoices/Payouts in the coding stage for that company/location will show up.
7. **Search Phrase or Invoice Number:** If you are searching for a specific invoice and have the invoice number you would enter that in the **[Phrase or Invoice # Field]** If you do not have a number but you do know a key phrase or term that would be on that invoice you may enter that keyword here instead to narrow down your search.
8. **Invoices or Pay outs:** You may be looking for Only Invoices or Only Payouts, efish allows you to search by either one or both combined. Select how you wish to search in the **[Include Field]**
- Choose **[All]** to search both Invoices and Payouts.
9. Click **[Go]**



Once the system is done searching it will show you the total number of results found under the **[Per Page Drop Down]** (you can adjust the **[Per Page Drop Down]** as needed, this will allow you to show more or less results on one page.)

Clear Filters: you may clear your search filters at any time by clicking the green **[Clear Filters Link]** in the upper right.

Results: Your results will appear in the table below on the same page under the search terms you selected. You can sort by column (Invoice #, Operation, Date, Vendor, Invoice amount, Paid Status, or Memo) by clicking on the **[Column Title]**. The 2nd to last column shows you an image if there is one uploaded or allows you to add an image if not. The last column allows you to select your desired invoice(s)/Payout(s).

Note: If you double click an **[Invoice Line]** it will expand the details for that invoice.

Invoice # Column: This column shows you the Invoice # and Log ID # as well as allows you to view the details/history of that invoice by clicking on **[View Log]** this will open a non-editable log of every time a user has interacted with or made changes to that invoice acting as an audit trail to ensure that you know everything that has happened with the invoice from the start, click **[View Details]** next to each update for additional details.

Date	User	Action	View Details
10/28/2015 08:02:35 AM	aim	Updated	View Details
10/28/2015 08:02:35 AM	aim	Multicompany Invoice	View Details

Operation	Received Date	Date	Memo	Ref #	Location	Vendor	Details
AP - Coding	2015-10-28 00:00:00	2015-10-28	Originated from Invoice #: 3722	9849+84	Wired Wine Bar Central	CenturyLink	Account Class Amount \$3000.00

New note for invoice: 3752

Invoice note:

Close Save

Next to the **[View Log]** link there is an **[Add Note]** Link, clicking on this will allow you to Add a note to the invoice (just make sure to hit **[Save]** when done.)



Operation Column: Which operation stage it is currently in.

Date Column: The date of the invoice

Vendor Column: Which vendor your invoice is for.

Invoice Amount Column: The amount of the invoice without having to open and view it.

Paid Column: Weather or not your invoice was paid. (pending Review)

Memo Column: Any notes attached to the Invoice/Payout.

Image Column: Shows you an image the Invoice/Payout (if available.) You can hover over the **[Camera Icon]** to view the image of page 1 of the invoice or you can open the full size original Invoice in a new window by clicking on the **[Document Icon]** in the image column.

- If there is no image available you may add an image by clicking on the **[Add Image Button]** in the Image Column.

Selection Column: The last column allows you to individually select invoices by clicking on the **[Checkbox]**. you can select all invoices on the page by clicking on the **[Select All button]** above the last column.

- Once you select at least one Invoice/Payout you will see the options above the last column change to (Select All, Select None, and Export.)

Exporting an Invoice/Payout: you may export an Invoice/Payout by clicking on the **[Checkbox]** in the last column, and then clicking on the **[Export button]** this will launch a popup allowing you to enter up to 2 emails (including the email tied to your user name) to export the Invoice to.

Export Invoices - Total: 1

Send to Email:

Send to additional email: